

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

VOCATIONAL SERVICES SUPERVISOR

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to present and future professional supervisory positions located within the Department of Health and Family Services, Division of Care and Treatment Facilities. Positions supervise vocational and education-oriented programs within institutions for the developmentally disabled and meet the definition of supervisor contained in s. 111.81(19), Wis. Stats. This classification specification is not intended to identify every duty which may be assigned to positions, but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses professional supervisory positions located within one of the centers for the developmentally disabled in the Division of Care and Treatment Facilities, Department of Health and Family Services. Positions allocated to this classification provide program direction and supervision of employees engaged in the provision of vocational training and work opportunities for residents of the center.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of “supervisor” as defined in s. 111.81(19) Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which are engaged in supervising units of Vocational Rehabilitation Counselors in the Division of Vocational Rehabilitation, Department of Workforce Development, for a majority of the time, and are more appropriately classified as Workforce Development Program Manager.
3. Positions which are engaged in supervising treatment unit(s) within institutions, for a majority of the time, and are more appropriately classified as Institution Unit Supervisor.

4. All other positions which are more appropriately identified by other classification specifications.
- D. Entrance Into This Classification

Employees enter positions within this classification by competitive examination.

II. DEFINITION

VOCATIONAL SERVICES SUPERVISOR

Professional supervisory positions in this classification provide direction, coordination, and supervision of vocational and/or educational programs and services to meet the needs of adult residents of a center for the developmentally disabled. Positions integrate and coordinate the activities of vocational, educational, and community program/service areas to ensure active treatment and daily living needs of individual residents are met and to ensure compliance with applicable federal and state laws, ICF-MR (intermediate care facilities for the mentally retarded) and Title XIX (Medicaid) standards. Positions provide liaison and consultation services to the staff of the center(s), community agencies, and other significant parties for residents in transition between programs and provide assistance to the education director in the implementation of multi-disciplinary team and individual educational plan procedures and the transition of students 18-21 years of age. Positions supervise a multi-disciplinary staff of professionals and paraprofessionals in the development and maintenance of programs and services of age-appropriate experiences for physically and cognitively disadvantaged adults. They assess, develop, and establish programs/services to meet the strengths, needs, and interests of residents. Positions facilitate the development and maintenance of formal contracts and relationships with private businesses and agencies for the purposes of sharing resources and information, acquiring subcontract work, and/or promoting community placement of residents in vocational settings. Positions perform supervisory activities involving the hiring, transfer, suspension, layoff, recall, promotion, discharge, assignment, evaluation, discipline, and adjustment of grievances of subordinate employees.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective March 12, 2000 and announced in Bulletin CLR/SC-109 as a result of Phase Two of broadbanding non-represented positions to describe professional supervisory positions which provide vocational services program direction and supervision of employees. These positions were previously classified as Vocational Services Supervisor 1 and 2 created effective August 7, 1994.